



**Solicitation Information
March 21, 2016**

RFP# 7550428

TITLE: URI Center for Chemical & Forensic Sciences – Laboratory Equipment, Chemical and Supplies Relocation

Submission Deadline: Monday April 11, 2016 at 11:30 am (Local Time)

**PRE-PROPOSAL CONFERENCE: Yes DATE: Friday March 25, 2016 TIME: 10:00 am (LT)
Mandatory: Yes**

Location: URI Pastore Hall, Room 124, Lower College Road, Kingston, RI 02881

Questions concerning this solicitation must be received by the Division of Purchases at **thomas.bovis@purchasing.ri.gov** no later than **3/30/2016 at 4 PM (LT)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: YES

Thomas Bovis, Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the University of Rhode Island Office of Capital Projects, is soliciting proposals from qualified specialist laboratory relocation companies to provide the services to relocate the scientific instrumentation and equipment, laboratory support equipment, laboratory specimens and samples, chemicals and laboratory supplies of the URI Chemistry Department from their current spaces located in the central part of the Kingston Campus (Pastore Hall, Pastore Annex and Morrill Hall) into their new building (Center for Chemical and Forensic Sciences) located on the north end of the Kingston Campus, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov . The initial contract period will be 2 months.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401)-222-3040. This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8670 or visit the website www.mbe.ri.gov or contact [Dorinda.Keene @ doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov).
15. The State reserves the right to award to one or more offerors. The State also reserves the right to award this project based on pricing alone.

SECTION 2: BACKGROUND

To select a specialist laboratory relocation company to provide the services to relocate the scientific instrumentation and equipment, laboratory support equipment, laboratory specimens and samples, chemicals and laboratory supplies of the URI Chemistry Department from their current spaces located in the central part of the Kingston Campus (Pastore Hall, Pastore Annex and Morrill Hall) into their new building (Center for Chemical and Forensic Sciences) located on the north end of the Kingston Campus.

Procurement of this service is being sought in order to ensure:

1. That sensitive lab equipment, instrumentation, chemicals and supplies are handled appropriately;
2. All appropriate safety measures are implemented for handling lab equipment, instrumentation, chemicals and supplies;
3. Equipment, instrumentation, chemicals and supplies are packed and moved in containers/moving carts which are appropriate for the materials being relocated
4. The relocation process is appropriately resourced in order to minimize the downtime for the faculty/researchers who are being relocated
5. Project management services are available to the department/university team managing the relocation process from people who have proven experience in conducting a relocation of this size and nature

SECTION 3: SCOPE OF WORK

Successful offeror will provide the Owner with services to relocate the Chemistry Department teaching and research laboratory spaces from their current locations (Pastore Hall, Pastore Annex and Morrill Hall) to their new locations in the new Center for Chemical and Forensic Sciences building within the Kingston Campus. These services include the provision of packing materials prior to the move and the actual move of lab equipment, chemicals and supplies.

General Scope of Work to be Performed:

Successful offeror will provide the owner with relocation services for approximately 29,700 square feet of teaching (13,900 SF) and research laboratory (15,800 SF) program from the current spaces that the Chemistry Department occupies to its new building on the Kingston Campus.

1. Walkthrough and inventory:
 - a. A mandatory pre-bid conference, walkthrough and inventory of spaces will establish the full scope of the move. The pre-bid conference is established in the Invitation to Bid. All offerors should be prepared to make inventory of all equipment/supplies to be moved at the walkthrough. Subsequent site visits are not allowed.
 - b. A list of the spaces to be included in the move will be provided at the walkthrough. This list will also include information on the destination of the items in each space in the new building.
 - c. Items that will be excluded from the scope of the move will be identified during the walkthrough.
 - d. The mandatory walkthrough will not only include a tour of the existing Chemistry Department, but will also include the new Center for Chemical and Forensic Science building. The walkthrough is currently scheduled for a four (4) to six (6) hour duration.
2. Equipment/supplies move:
 - a. The offeror will provide all necessary supplies for packing items that need to be packed prior to the move. The supplies can be provided on a rental basis if this is deemed appropriate by the offeror.

- b. The users (Chemistry Department) will be responsible for packing and unpacking items that need to be boxed for the move with the exception of any items identified in the walkthrough that need special crating.
 - c. All lab equipment and supplies must be moved in/on packing materials / moving carts that are appropriate for the nature of the items being moved.
 - d. Vehicles used to move lab equipment must be air ride with powered lift gates. There is no loading dock at any of our current facilities. The new building will have an operational hydraulic dock leveler and loading dock area.
3. Schedule and Time Restrictions:
- a. The move should be conducted in the maximum of a 4 week period commencing on June 6, 2016 (date will be confirmed with the selected offeror).
 - b. Work shall be generally performed during normal business working hours, Monday through Friday, 7:00 AM to 4:00 PM, unless otherwise noted.
 - c. Night and weekend work is allowed with approval by URI prior to any deviations.
 - d. Limit conduct of especially noisy work when events and classes are in process.
 - e. Offeror is responsible to maintain clean and safe environment to allow building occupancy following each work day.
4. Use of Site and Premises:
- a. Existing Building – Pastore Hall:
 - 1. 3-story laboratory building located at 51 Lower College Road. Includes approximately 23,200 square feet of teaching lab and research lab program space throughout the building.
 - 2. Access to the building via the northwest door on Lower College Road/walkway. This building does not include a loading dock.
 - 3. The building includes a single elevator located adjacent to the northwest entry door. The Offeror will be required to coordinate usage of the elevator with the Owner’s Representative due to the other activities in the building. The elevator is rated at 5,000 lbs. with an inside platform dimension size of 9’-0” x 5’-8”.
 - b. Existing Building – Pastore Annex:
 - 1. Single story laboratory building located on the north side of Pastore Hall. Includes approximately 2,300 square feet of teaching lab program space.
 - 2. Access to the building via main door on Lower College Road/walkway.
 - 3. Coordinate all access to the building with the Owner’s Representative. Include all costs of this coordination in the Base bid.
 - c. Existing Building – Morrill Hall:
 - 1. 4-story laboratory building located at 45 Lower College Road and is physically connected to the southeast wing of Pastore Hall. Includes approximately 830 square feet of research lab program space on Level 1 and approximately 3,320 square feet of teaching lab (1,660 SF) and research lab (1,660 SF) program space on Level 3.

2. Access to the building via the northwest door on Lower College Road/walkway. This building does not include a loading dock in the single story laboratory building located on the north side of Pastore Hall. Access to the building via main door on Lower College Road/walkway.
3. The building includes a single elevator located adjacent to the northwest entry door on Level 1 (grade). The Offeror will be required to coordinate usage of the elevator with the Owner's Representative due to the other activities in the building. The elevator is rated at 3,000 lbs. with an inside platform dimension size of 5'-1" x 4'-8".

d. New Building - Center for Chemical & Forensic Sciences:

1. Access to the building via the loading dock located at the west end of the Lower Level of the building. The loading dock is accessible from Butterfield Road and is constructed with a hydraulic dock leveler with direct access into the building and the service elevator.
2. Coordinate all deliveries and access to the building with the Owner's Representative. Include all costs of this coordination in the Base bid.
3. The building includes 2 elevators; a service elevator adjacent to the loading dock area and a passenger elevator at the east end of the building. The Offeror will be limited to usage of the freight elevator. The service elevator is rated at 5,000 lbs. with an inside platform dimension size of 9'-0" x 5'-8". The passenger elevator is NOT available for use.

5. Building protection:

- a. The offeror must provide building and floor protection at the new building.
- b. The description of the building protection plan should be included within the work plan section of the offeror's response.

Project Key Components:

The work will be completed in a timely manner, with appropriate procedures followed for the safe handling of lab equipment and supplies. In many cases the equipment is expensive and sensitive and poor handling could result in damage to the equipment which would have significant impact financially and on the research programs of the faculty being moved.

Specific Requirements:

The Offeror:

1. Must have the capacity to provide the moving materials, boxes/crates, packing materials.
2. Must have a health & safety program in place.
3. Research Equipment and Instrumentation:

- a. Must have trained personnel to breakdown and reinstall specified equipment.
 - b. Must have own staff trained in moving laboratory equipment and instrumentation.
 - c. Must have equipment that is appropriate for handling and moving sensitive equipment and instrumentation.
4. Chemicals:
- a. It is the intent of this Project for the Offeror to pack, move and unpack currently stored chemicals.
 - b. Must have trained personnel to properly pack and move chemicals.
 - c. Must have equipment and vehicles that are appropriate for handling and moving chemicals in accordance with applicable RIDEM, EPA, DOT and OSHA regulations.
5. Laboratory and Stockroom Supplies:
- a. It is the intent of this Project for the University to pack and unpack the laboratory and stockroom supplies (glassware, etc.) in packing materials (boxes and crates) provided by the Offeror. (As a Bid Alternate, the University is requesting a price for the Offeror to pack the laboratory and stockroom supplies per direction of the University.)
 - b. Must have trained personnel to move the packed laboratory and stockroom supplies.
 - c. Must have equipment and vehicles that are appropriate for handling and moving specified supplies.
6. Must utilize air-ride trucks for the move of lab equipment.
7. Must have trucks equipped with lift gates. It is essential that freezers, refrigerators and sensitive equipment not be tipped during relocation.
8. In addition to the insurance requirements included within the DIVISION OF PURCHASES INSTRUCTIONS TO BIDDERS, Must have insurance of at least \$1,000,000 per truck load of equipment being moved.

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

Responses will be evaluated in two parts. Part one will require the technical submission and will be evaluated on the following criteria:

1. Executive Summary – The executive summary is intended to highlight the contents of the Technical Proposal and to provide evaluators with a broad understanding of the offeror’s technical approach and ability.
2. Capability, Capacity, and Qualifications of the Offeror –This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities and concentration of effort which apply to each (as well as resumes, curricula vitae or statements of prior experience and qualification).
3. Work plan/Approach Proposed –This section shall describe the offeror’s understanding of the State/University’s requirement, including the result(s) intended and desired, the approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or maybe confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each and will identify and describe what type of tutor training methodology will be utilized in the program.
4. Previous Experience and Background, including the following information:
 - i. A comprehensive listing of at least 5 similar projects undertaken and/or similar clients (laboratory or research/academic facility relocations of at least 20,000 square feet of space) served, including a brief description of the projects;
 - ii. A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position

SECTION 5: COST PROPOSAL

A **separate, signed and sealed**, Cost Proposal reflecting the fee structure proposed for this scope of service.

SECTION 6: PROPOSAL SUBMISSION

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus (5) copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7550428**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov. In proposal marked “**Original**” only
3. A **separate Technical Proposal** describing the background, qualifications, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement.
4. A **separate, signed and sealed Cost Proposal** reflecting the fee structure, proposed to complete all of the requirements of this project.

In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Two electronic copies are requested (One for the State and one for the University) and it should be placed in the proposal marked “original”.

SECTION 7: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration. Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The University of Rhode Island reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

| Criteria | Possible Points |
|--|-------------------|
| Executive Summary | 5 |
| Capability, Capacity, and Qualifications of the Offeror | 15 |
| Quality of Work Plan / Approach | 30 |
| Previous Experience and Background | 20 |
| | |
| Total Possible Technical Points | 70 Points |
| Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points * | 30 Points |
| Total Possible Points | 100 Points |

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL:

<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

Attached is Bid Form that must be used.

BID FORM

To: The Department of Administration, Division of Purchases
One Capitol Hill, Providence, RI 02908

Project: The University of Rhode Island
New Center for Chemistry & Forensic Science
Laboratory Equipment, Chemical and Supplies Relocation
Kingston Campus

Bidder:

Legal name of entity

Address

Contact name

Contact email

Contact telephone

Contact fax

1. BASE BID PRICE

The Bidder submits this bid proposal to perform all of the work (including labor and materials) as described in the solicitation for this Base Bid Price, (including the costs for all Bonds, and Addenda).

\$ _____
(Base Bid Price *in figures* printed electronically, typed or handwritten legibly in ink)

(Base Bid Price *in words* printed electronically, typed or handwritten legibly in ink)

A. BONDS

The Base Bid Price ***includes*** the costs for all Bid and Payment and Performance Bonds required by the solicitation.

B. ADDENDA

The Bidder has examined the entire solicitation (including the following Addenda), and the Base Bid Price includes the costs of any modifications required by the Addenda.

All Addenda must be acknowledged.

Addendum No. 1, dated: _____.

Addendum No. 2, dated: _____.

Addendum No. 3, dated: _____.

2. CONTRACT TIME

If this Bid(s) is accepted, the Bidder will achieve substantial completion of all the Work by July 01, 2016. The Bidder shall include all premium time or additional staffing required to accommodate this schedule.

3. LIQUIDATED DAMAGES

The successful bidder awarded a contract pursuant to this solicitation shall be liable for and pay the State, as liquidated damages and not as a penalty, the following amount for each calendar day of delay beyond the date for substantial completion, as determined in the sole discretion of the State: **One Hundred Dollars (\$100.00) per day.**

BID FORM SIGNATURE(S)

This bid proposal is irrevocable for 60 days from the bid proposal submission deadline.

If the Bidder is determined to be the successful bidder pursuant to this solicitation, the bidder will promptly: (i) comply with each of the requirements of the Tentative Letter of Award; and (ii) commence and diligently pursue the work upon issuance and receipt of the purchase order from the State and authorization from the user agency.

The person signing below certifies that he or she has been duly authorized to execute and submit this bid proposal on behalf of the Bidder.

BIDDER _____

Date: _____

Name of Bidder

Signature in ink

Printed name and title of person signing on behalf of Bidder
